

## CHECKLIST FOR ANALYTICAL DATA PACKAGES

Reviewed by: Kathy Leising  
Date Reviewed: 11/11/99Lab Job No.: 992522

Component	Present & Legible (check or mark NA)		Date Original or Legible Replacement Requested	Date Legible Copy Received	Comments
	Arsenic	Lead			
Signed cover page with Lab Name, Address & Contact Name	✓	✓			
Copies of nonconformance/corrective action forms, as applicable	NA	NA			
Copies of sample receipt notices	missing	missing			
Internal sample tracking documents	missing	missing			
Page numbers provided in data package and all numbered pages are present	missing	missing			1-111 numbered the pages and all are present
Copies of all chain-of-custody forms (See COC checklist)	✓	✓			
Results for each parameter (arsenic, lead and digestion), including dilutions and reanalysis	TAL	List			all are present - in duplicate
Field ID (Customer sample ID)	✓	✓			
EPA method name/number	✓	✓			
Units of measure	✓	✓			
Laboratory sample ID	✓	✓			
Reporting limit (Practical Quantitation Limit)	✓	✓			
Method Detection Limit	✓	✓			
Date of analysis	✓	✓			
Date/Time of sample receipt	✓	✓			
Date/Time sampled	✓	✓			
Dilution Factor	missing	missing			
Matrix type	✓	✓			
Laboratory technician's initials	✓	✓			
Initial calibration verifications (1 per batch)	✓	✓			
Continuing calibration verifications (1 per 10 samples)	✓	✓			
Initial calibration blanks	✓	✓			
Continuing calibration blanks	✓	✓			

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Method blanks	✓	✓			
Instrument blanks (may not be present and OK)					
Interference check samples (ISAFSB)					not present
Matrix spikes (1 per 20 investigative samples)	✓	✓			appears in all but HG
Post-digestion spikes (may not be present and OK)	✓	✓			
Method duplicate samples	missing				ok since MSD is present
Laboratory control samples (1 per 20 samples or 1 per batch)	✓	✓			
Method of standard additions (GFAA only)	NA	NA			
Serial dilution (1 per analysis batch)					appears in all but HG
Sequential measurement readout records for ICP for every investigative sample	✓	✓			
Initial calibration (3 standards and a blank)	✓	✓			
Sequential measurement readout records for ICP for :					
Initial calibration verifications (1 per batch)	✓	✓			
Continuing calibration verifications (1 per 10 samples)	✓	✓			
Initial calibration blanks	✓	✓			
Continuing calibration blanks	✓	✓			
Method blanks	✓	✓			
Instrument blanks	✓	✓			
Interference check samples (ISAFSB)	✓	✓			
Matrix spikes (1 per 20 investigative samples)	✓	✓			
Post-digestion spikes	✓	✓			
Method duplicate samples	missing				ok since MSD is present
Laboratory control samples (1 per 20 samples or 1 per batch)	✓	✓			
Method of standard additions (GFAA only)	NA	NA			
Interelement Correction Factors	✓	✓			
Serial dilution	✓	✓			
Other Raw Data					
Sample digestion and preparation logs	✓	✓			
Instrument analysis logs for each instrument used	✓	✓			
Standards preparation logs, including initial and final concentrations	✓	✓			

## FIELD QC SAMPLE CHECKLIST

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[illegible]